Generic Preventive Measures

- Physical distancing of at least 6 feet to be followed
- Mandatory use of face covers/masks
- Practice frequent hand washing with soap & use of alcohol-based hand sanitizers
- Respiratory etiquette to be strictly followed
- Self-monitoring of health by all & reporting any illness at the earliest
- Spitting to be strictly prohibited
- Touching the front portion of mask/face cover to be avoided

Date: 11th September 2020
Institutions to Ensure the Following Arrangements

Online/distance learning continue to be permitted

Skill or entrepreneurship training have been permitted since 21st September 2020

Higher educational institutions conducting PhD or technical programs requiring lab work to be permitted by Department of Higher Education

Date: 11th September 2020
Planning Before Reopening of Institutions

(1/4)

Only institutions outside the containment zones to be allowed to open

Students & staff living in containment zones not to be allowed to attend the institutions

All work areas including hostels, laboratories, etc. with particular attention to frequently touched surface to be sanitized prior to resumption of activities

Wherever skill based training on equipment is to be utilized, place equipment 6 feet apart or utilize outdoor space

Date: 11th September 2020
Planning Before Reopening of Institutions

(2/4)

- Instead of biometric attendance, alternate arrangements for contactless attendance to be made.

- For ensuring queue management, specific markings on the floor with a gap of 6 feet to be followed.

- Institute to display State helpline numbers, local health authorities numbers etc. for faculty/trainees/staff for emergencies.

Date: 11th September 2020
Planning Before Reopening of Institutions (3/4)

For air-conditioning/ventilation, the guidelines of CPWD to be followed:

- Air conditioning temperature to be in the range of 24-30°C
- Relative humidity to be in the range of 40-70%
- Intake of fresh air as much as possible
- Cross ventilation to be adequate

Date: 11th September 2020
Planning Before Reopening of Institutions

(4/4)

- Lockers of students to remain in use, physical distancing & regular disinfection to be maintained

- Gymnasiums to follow Health Ministry guidelines

- Display signages, posters & standees on dos & don’ts

Date: 11th September 2020
Planning & Scheduling of Activities

- Academic calendar to be planned to avoid overcrowding, congregation etc.
- Academic calendar to promote a mix of regular & online teaching/training classes/assessments
- Day-wise, time-wise scheduling of teaching/training activities to be done in a staggered manner
- For practical activities in laboratories, maximum capacity per session based on redesigned spaces, to be planned accordingly
- All employees at higher risk to take extra precautions & not be exposed to any front-line work

Date: 11th September 2020
Availability & Management of Supplies

- Appropriate back-up stock of personal protection items like masks, visors, hand sanitizers etc. to be made available to the teachers & staff.

- Provide an adequate supply of thermal guns, alcohol wipes, soaps, IEC, etc.

- Pulse oximeters to check oxygen saturation levels of any symptomatic person to be arranged.

- Ensure availability of sufficient covered dustbins and trash cans.

- Proper disposal of used personal protection items & general waste in accordance with CPCB guidelines.

- Housekeeping staff to be trained about norms for waste management & disposal.
At the Entry & Exit Points after Opening of Institutions

Entrance to have mandatory hand hygiene & thermal screening provisions

Multiple/separate gates, if feasible, to be used for entry & exit

Only asymptomatic persons to be allowed in the premises. Symptomatic persons to be referred to the nearest health center

Posters/standees on preventive measures about COVID-19 to be displayed prominently

Proper crowd management in the parking lots, corridors & elevators

Entry of visitors to be strictly regulated/restricted

Date: 11th September 2020
Conduct of Teaching Activities in the Classrooms

- Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- Staggering of classroom activities, with separate time slots, to allow adequate physical distancing & disinfection of classroom premises
- Academic scheduling to have intermix of regular classroom teaching & online teaching/assessments
- Teaching faculty to ensure that they & students wear masks throughout teaching activities
- Sharing of items like laptops, notebook, stationary etc. amongst students to be avoided

Date: 11th September 2020
Conduct of Skill Based Training in Workshops/Laboratories

Equipment to be disinfected before each use

Ensure a floor area of 4m² per person is available for working on equipment/workstation

Members to sanitize their hands before & after using training equipment
  • Hand sanitizer to be provided at workstations/simulation labs etc.

Date: 11th September 2020
SOP FOR SKILL TRAINING INSTITUTIONS, HEIs CONDUCTING COURSES IN TECHNICAL PROGRAMS REQUIRING LAB WORK

To be permitted from 21st Sept. 2020

Activities in Common Areas

- Physical distancing of 6 feet to be maintained
- Person using common areas to use mask/face cover all the time
- Canteens to be allowed to function in accordance with Health Ministry’s SOP to contain spread of COVID-19 in offices
- E-Wallet, etc. to be promoted & cash transactions to be avoid wherever applicable

Transportation to & from the Institution

- Proper physical distancing, sanitization of buses/other transport vehicles to be ensured

Date: 11th September 2020
Hygiene and Sanitation (1/2)

Daily cleaning of the floors to be taken up

Provision of soap in toilets & hand sanitizers in other common areas to be ensured

Mandatory cleaning & regular disinfection of frequently touched surfaces before beginning & at the end of classes
Teaching materials, computers, etc. to be regularly disinfected with 70% alcohol swipe

Deep cleaning of all drinking/hand washing stations, washrooms & lavatories to be ensured

Ensure disposal of used face covers/masks in separate covered bins

Residential buildings to be sanitized regularly
Risk Communication

Create awareness on simple preventive health measures like hand & respiratory hygiene, physical distancing & wearing of masks.

Ensure regular counselling for students reporting mental health issues.

If anyone is sick, she/he to not come to institute & follow necessary protocols.

Additional Considerations for Medical Postgraduate Students

PG medical students involved in COVID patient care & in essential non-COVID work to familiarize themselves with the Infection Prevention and Control protocol guidelines by Health Ministry.

Date: 11th September 2020
Ensure Safe Stay at Hostels & Residential Complexes (1/2)

Generic Preventive Measures on COVID Appropriate Behaviour to be followed in hostels & other residential buildings

Nonlocal residents or students who don’t have facility for online education to be prioritized for allotment of hostel rooms

Students coming from different locations may bring negative RT-PCR report, as per State protocols & self-monitor their health for 14 days

Screening of every boarder to be done before staying at the hostel
- Only asymptomatic to be allowed to join
- Symptomatic to remain in isolation facility at the institute, till they are seen by a doctor

Proper crowd management inside & outside hostel premises to be ensured

Date: 11th September 2020
Gatherings/congregations to be in accordance with the SOPs of the State/UT concerned

In shared rooms/dormitories, beds to be placed at a distance of 6 feet
- Symptomatic student to be immediately given a single room & provided requisite medical care
- Temporary partitions may be considered, if feasible

Mess facility to follow physical distancing norms at all times. Staggering of meal timings to prevent overcrowding

Hostel to be out of bound for all persons except essential staff with known health status
In Case a Student/Faculty/Staff Develops Symptoms

Place the ill person* in a room or area where they are isolated from others
*suspected COVID patient

Inform parents/guardians as the case may be

Patient to remain isolated while wearing a mask till they are examined by a doctor

Immediately inform the nearest medical facility or call state/district helpline

Date: 11th September 2020
In Case a Student/Faculty/Staff Develops Symptoms (2/2)

A risk assessment to be undertaken by the designated public health authority & accordingly further action be initiated

Disinfection of the premises to be taken up if the person is found positive

If there is clustering of cases in hostel/residential building, inform local health authorities

Date: 11th September 2020